



CUA Handbook

This handbook includes information meant to assist prospective applicants and returning operators in learning more about the Commercial Use Authorization (CUA) permitting process and commercial operation in Rocky Mountain National Park. The permit language and requirements specific to each category of authorization can be found in the category's conditions and operating plan.

Contents

Summary of Important Dates	2
F.A.Q.'s	2
What is a Commercial Use Authorization (CUA)?	2
What types of activities are authorized in Rocky Mountain National Park under a CUA?.....	2
What is the definition of each CUA category?.....	3
What criteria must commercial operations meet to qualify for a CUA?	5
When and how do I apply for a CUA?	6
What happens once I apply for a CUA?	6
How long does it take to obtain a CUA?	6
What is the cost of holding a CUA and how are CUA fees assessed?	7
When is the Application fee due?.....	7
When is the Market Price Fee and Annual Financial (Use) Report due? (NEW 2025).....	7
How do I pay the Application and Market Price Fees?.....	7
What are Monthly Reports and when are they due?.....	7
What is the term of a CUA?	8
What do Guides provide at the entrance stations? Does ROMO issue Guide Cards?	8
What are the applicable park entrance fees for guides and for clients?	8
What are the insurance requirements CUA Holders?	8
Checklist for New & Returning Applicants:	11
Continued for Returning Applicants:	11
Rocky Mountain National Park Commercial Use Authorization (CUA) Fee Schedule	12
Attachment A: Certificate of Liability Insurance	14
Attachment B: Revocation & Suspension Policy	15

Summary of Important Dates

<u>January</u> January 31st Annual Financial Report & Market Price Fee DUE	<u>February</u> February 20 th CUA Backpacking Permits - Trips for Wilderness Sites DUE	<u>March</u> March 31 st Application Period CLOSED	<u>April</u>
<u>May</u> All CUA Holders Meeting	<u>June</u>	<u>July</u>	<u>August</u>
<u>September</u>	<u>October</u>	<u>November</u> November 1 st Application Period OPEN	<u>December</u>

*Monthly (Use) Reports due by 15th of following month.

F.A.Q.'s

What is a Commercial Use Authorization (CUA)?

A CUA is a permit to operate commercially in the park for a specific set of authorized uses. CUAs are issued for services that are deemed *appropriate* to the park, but not deemed *necessary* to facilitating visitor experiences or protecting park resources. Necessary services are provided under competitive concession contracts.

Public Law 105-391, Section 418, which was signed in 1998, provides for the issuance of Commercial Use Authorizations (CUAs) to a private person, corporation, or other entity to provide suitable commercial services for park area visitors. Commercial activities are generally prohibited in National Parks unless authorized by a CUA, concessions contract, or commercial entrance pass.

What types of activities are authorized in Rocky Mountain National Park under a CUA?

The following activities are eligible for authorization in Rocky Mountain National Park, and to provide these services, you **must** obtain a CUA. **Some activities have specific permit limits:**

- Bike Tours – Frontcountry
- Boat Tours – Non-Motorized
- Camping – Backcountry
- Climbing Certification
- Fishing – Fly
- Guided Mountaineering (Limited Trip)
- Hiking – Backcountry
- Llama Packing Services
- Outdoor Skills Education (Basic Avalanche)

- Photography Instruction (or Art Workshops)
- Retail Sales
- Services – RV Camper Drop-Off
- Skiing/Snowshoeing Tours
- Wedding/Event Planner
- Wildlife Viewing – Vehicle Tours

The park does not accept applications for activities not listed above such as lodging, campgrounds, food and beverage, guided horseback riding, in-park equipment rentals, etc. These activities are deemed both appropriate and necessary to resource protection and visitor experiences are under competitive concession contracts, which are generally put up for bid every 10 years.

All other commercial activities not authorized under a CUA, concession contract, or Special Use Permit for any commercial operation and are prohibited in Rocky Mountain National Park.

Road-based Commercial Tour (RBCT) CUA Park Service wide program and changes to commercial tour entrance fees has been **DELAYED**. Road-based commercial tours are defined as one or more persons traveling on an improved roadway on an itinerary that someone has sold for leisure/recreational purposes. Road based tours provide no other services except those incidental to road-based travel in an NPS area, including on-board interpretation and incidental stops at visitor centers, restaurants, wayside exhibits, etc.

For additional information and status updates, please visit the [National CUA web page for the NPS](#).

What is the definition of each CUA category?

Guides provide an education forum for the preservation and protection of park resources in conjunction with the management objectives of Rocky Mountain National Park and the mission of the National Park Service.

Authorization Category on the online portal	Definition
Bike Tours – Frontcountry	The commercial activity authorized by this permit is frontcountry bicycle tours during daylight hours on designated roads. Bicycles are permitted in the park on established roadways (except Bear Lake Corridor), parking areas, and designated routes only. They are prohibited on trails and boardwalks. The ratio of qualified guides to participants shall be one (1) guide to no more than eight (8) participants. Total group size on a tour may not exceed eighteen (18). Bicyclists are required to follow all applicable traffic regulations and safety guidelines.
Boat Tours – Non-Motorized	The commercial activity authorized by this permit is front-country non-motorized boats: only kayak or pack-rafts tours during daylight hours on Lily Lake and Sprague Lake. The ratio of qualified leaders to participants shall be one (1) leader to no more than five (5) participants. Total group size on a tour may not exceed six (6) per lake. 5. The maximum number of tours/ groups per lake is no more than 2 any one time. These services must provide information about the area and its resources, instill conservation ethics, and increase environmental awareness in participants.
Camping – Backcountry	The commercial activity authorized by this permit is guided backpacking. Day hiking that does not involve overnight stays in the backcountry is prohibited under this permit. The approved ratio of qualified guides to participants shall be one (1) guide to six (6) participants. Total group size may not exceed twelve (12). These services must provide information about the area and its resources, instill conservation ethics, and increase environmental awareness in participants. Operators must adhere to all required safety practices. Off trail travel is authorized under this permit with additional permit conditions. Off trail travel is hiking off the established trails.
Climbing Certification	The commercial activity authorized by this permit is AMGA or equivalent guide certification and examination for technical climbing and mountaineering. All technical climbing and mountaineering activities must be conducted in a manner respectful of the park's resources while emphasizing visitor safety. Trips are encouraged to be

	<p>provided during mid-week to avoid peak use on weekends and holidays.</p> <p>Maximum Group Size: 12</p> <p>Standard Ratios for Groups and Courses (guide to participants)</p> <p>Single Pitch: 1:5</p> <p>Multi-Pitch Climbing 1:2</p> <p>Basic Alpine Days 1:3</p> <p>Advanced Alpine Days: 1:2</p>
Fishing – Spin or Fly	<p>The commercial activity authorized by this permit is instruction in the basic skills of fly fishing. Fly fishing groups are limited to no more than twelve (12) people with a ratio of one (1) guide to five (5) participants. Groups operate using open water in Rocky Mountain National Park. These services must provide information about the area and its resources, instill conservation ethics, and increase environmental awareness in participants. Operators must adhere to all required safety practices and the park's rules and regulations on fishing. Off trail travel is authorized under this permit with additional permit conditions. Off trail travel is hiking off the established trails.</p>
Guided Mountaineering (Limited Trip)	<p>The commercial activities authorized by this permit are guided rock climbing, bouldering, ice climbing, technical mountaineering, ski mountaineering, and technical climbing courses. This permit authorizes up to three (3) trips not to exceed nine (9) calendar days total in the park for duration of the permit. Overnight backcountry use by permit from the Wilderness Office is authorized. A Guide Certification is required, and authorizes the certification for rock climbing, ice climbing, etc.</p> <p>Maximum Group Size: 12</p> <p>Standard Ratios for Groups and Courses (guide to participants)</p> <p>Single Pitch: 1:5</p> <p>Multi-Pitch Climbing 1:2</p> <p>Basic Alpine Days 1:3</p> <p>Advanced Alpine Days: 1:2</p>
Hiking – Backcountry	<p>The commercial activity authorized by this permit is guided interpretive hiking tours. Hiking is defined as a long, vigorous walk, usually on trails, in the countryside. No overnight backcountry camping is allowed under this permit. Hiking groups are limited to a group size of eighteen (18) participants with a ratio of one (1) guide to nine (9) participants. These services must provide information about the area and its resources, instill conservation ethics, and increase environmental awareness in participants. Operators must adhere to all required safety practices. Off trail travel is authorized under this permit with additional permit conditions. Off trail travel is hiking off the established trails. The maximum group size for off trail travel is twelve (12) people with a ratio of one (1) guide to five (5) participants.</p>
Llama Packing Services (Horse/Mule/Other Livestock Rides or Services)	<p>The commercial activity authorized by this permit is llama packing services. Llamas will only be allowed on trails approved for llama/stock use during months that these trails are open to commercial horse travel. This season is generally from mid-May to mid-October. The maximum group size in the backcountry is sixteen (16) people which includes guides and participants and sixteen (16) llamas. Wilderness campsites (overnight trips) have smaller limits; group size in individual sites is seven (7) persons and eight (8) llamas, in group sites twelve (12) persons and sixteen (16) llamas. All llamas must be fed certified weed-free feed for 48 hours in advance of trip into the park. Grazing is not allowed in the park.</p>
Outdoor Skills Education (Basic Avalanche)	<p>The commercial activities authorized by this permit are Avalanche Level 1 and Avalanche Rescue education courses. Overnight backcountry camping and ski mountaineering is not authorized under this permit. The use of ropes, hardware, protection, snow anchors, crampons, blades, and ice axes are not authorized. Activities that would require the use of such equipment are not authorized. Advanced Avalanche courses which may include but are not limited to Avalanche 2 and Pro courses are not authorized under this permit.</p> <p>Total group size is maximum of twelve (12) people with a ratio of one (1) guide to six (6) clients. More guides per participants are encouraged.</p>

Photography Instruction (or Art Workshop)	A Photography or Art Workshop is an instructional opportunity for visitors using an itinerary that has been packaged, priced, or sold as a guided photography or painting/art instructional session. Workshops embrace the scenic, cultural, and natural resources of Rocky Mountain National Park to create an instructional based experience designed to improve a photographer's or artist's skills and/or techniques. All groups must have a ratio of qualified leaders to participants sufficient to permit a safe and meaningful experience. This ratio is generally 1-2 leaders to no more than ten (10) participants, depending upon the activity. Total group size should be limited to twelve (12) persons.
Retail Sales	The permit holder is permitted the sale of visitor convenience items (VCIs) as a current Cooperating Association Agreement between the Service and the permit holder. VCIs will be sold in the area assigned in conjunction with the Cooperating Association Agreement.
Services – RV Camper Drop-Off	The commercial activity authorized by this permit is to tow rental travel trailers from outside of Rocky Mountain National Park and park them in reserved campsites for customers. The supplying and/or selling of firewood, food, or beverages are not authorized under this permit. Clients are required to purchase the campground site reservation.
Skiing/Snowshoeing Tours	The commercial activities authorized by this permit are the following winter activities: guided snowshoe tours, guided cross-country ski tours, and/or level one avalanche course or avalanche awareness and education classes. No overnight backcountry camping is allowed under this permit. The use of ropes, hardware, protection, snow anchors, crampons, blades and ice axes are not authorized. Activities that would require the use of such equipment are not authorized. Ski mountaineering and ice skating are not authorized. Total group size is a maximum of twelve (12) people with a ratio of one (1) guide to six (6) participants. More guides per participants are encouraged.
Wedding/Event Planner	The commercial activity authorized by this permit is wedding ceremony services: scheduling ceremony sites, wedding photography, and officiating ceremonies. The same conditions apply to this activity as it does for Special Use Permit Wedding Permits. Ceremonies are allowed only in 12 designated sites and with specific site limits (Wedding Locations - RMNP). There is a \$75 event fee for each ceremony booked.
Wildlife Viewing (Vehicle Tours)	An Interpretative and Interactive Vehicle Tour is a single vehicle guided tour consisting of one or more persons traveling through the park with a guide. The tour consists of short hikes to overlooks, frontcountry lakes or waterfalls such as Sprague, Lily, Bear Lake, and Chasm Falls and/ or take photos of wildlife and landscapes. These activities take visitors through the park's road system with a focus on interpreting the parks features and photography wildlife and landscapes. Limited to a 15-passenger vehicle or less. Multi-vehicle caravans or personal vehicles are not allowed.

What criteria must commercial operations meet to qualify for a CUA?

- The activity authorized must be appropriate to the preservation of the park and be consistent with all park management plans.
- Commercial operators must be based outside of the park. Services must initiate and terminate outside of the park. All aspects of the business (such as advertising, exchange of money, etc.) must take place outside the park boundary.
- Authorization holders may not construct any facilities within the park, including temporary tent/canopy structures.
- The services provided may not conflict with the services provided by concessioners under contract or the National Park Service's operations.
- Authorization holders must comply with all applicable state, local and National Park Service laws in the conduct of their business. The [Superintendent's Compendium](#), which details park-level regulations and is subject to change annually.
- A complete application on <https://cua.nps.gov>, Application Fee, current insurance, and other

- required documents must be submitted by close of business March 31st to qualify for consideration.
- All CUA holders must comply with the CUA conditions for their authorization category. Holders are responsible for reading and understanding the contents of their CUA permit conditions.
 - CUA holders have additional reporting requirements, including regularly reported information like Annual Financial Reports (due January 31st), Market Rate Fees (due January 31st) and Monthly (Use) Reports due the 15th of the following month, and other information that must be submitted to the NPS upon request (Guides List and First Aid, CPR etc.)

Note: The National Park Service monitors activities authorized through CUAs.

Any violation of CUA conditions or operating plan requirements is grounds for revoking the current authorization and/or not issuing future authorizations under the authority of the park Superintendent. See attachment B.

When and how do I apply for a CUA?

The CUA application period opens November 1st and closes at close of business (COB) March 31st annually. Review the Applicant Checklist at the end of this handbook. Once you have gathered **ALL** the required documentation, you may submit a **complete application through the CUA online system** (<https://cua.nps.gov>).

Incomplete application packages will not be processed until all paperwork is received. The application period applies to all CUA activities.

What happens once I apply for a CUA?

1. Once the Commercial Services office has received a **complete application package** and reviewed the application, Commercial Services will approve the complete application and have the superintendent sign the final permit.
2. You will then receive an email with the final approved permit as attachment and permit conditions in the body of the email. Please print all paperwork from the email to have as your approved permit. You are not allowed to operate in Rocky Mountain National Park without a fully executed CUA in hand.
3. In addition to a fully executed CUA permit, the company will receive guide passes for each guide operating in the park. The guide passes are to be presented at the entrance station or upon request from a park ranger to show that you are authorized to conduct business in the Rocky Mountain National Park.
4. CUA Holders are required to submit Monthly Reports by the 15th of each following month. These reports are required even if there was no activity. You will receive email reminders about these from the CUA Portal at <https://cua.nps.gov>.
5. To continue to operate commercially in Rocky Mountain National Park, CUA Holders are required to ensure compliance with all [Rocky Mountain National Park CUA Conditions](#), activity/category specific conditions, and all laws and park regulations and in addition, document gross receipts through the Annual Financial Report (due January 31st following the operating year) and pay applicable Market Price Fee.

How long does it take to obtain a CUA?

On average, it takes at least 30 days to receive a fully executed CUA and receive guide passes. Applications are processed on first come first serve bases. Processing an application will take longer when the initial submission is incomplete or if preliminary authorization returned for permit holders' signature is not promptly returned.

What is the cost of holding a CUA and how are CUA fees assessed?

CUA permit holders will be charged an application fee for each activity they apply for. The first application is \$350 and additional applications are reduced to \$250 per application.

CUA holders will be charged a reasonable fee to ensure program cost recovery and for the identifiable economic privileges received from conducting business inside Rocky Mountain National Park. Reasonable fees will be based on a percentage of gross receipts (Market Price Fee). Each Application Fee acts as a credit toward the percentage of gross receipts (Market Price Fee), operators grossing less than ~\$11,667 will not owe additional fees (3% of \$11,667=\$350) or additional application fees (3% of ~ \$8334= \$250) unless other actions of the operator necessitate further cost recovery.

“Gross receipts” means the total amount of all revenues received from services offered within Rocky Mountain National Park (ROMO). **The NPS defines park-dependent operations as those commercial activities that are packaged and sold, marketed to include, or coincidentally include, entry into the park boundaries for part or all of the activities duration.**

The CUA holder is responsible for maintaining accounting records that demonstrate evidence of gross receipts and required fee payment. The National Park Service may audit CUA holder financial reports at any time.

When is the Application fee due?

The Application Fee is due at the time that the application is submitted via the CUA online portal. All **Applications must be submitted and paid for before the end of the application window (November 1st- March 31st). The CUA Application Fee is non-refundable.**

When is the Market Price Fee and Annual Financial (Use) Report due? (NEW 2025)

The Market Price Fee is due by **January 31st** annually (for the prior operating year). The Annual Financial Report (AFR), which determines the Market Price Fee due through the required reporting of gross receipts, is due by **January 31st** annually (for the prior operating year). The \$350 Application Fee is credited towards the Management Fee, which is calculated as follows: **Will implement starting the 2025 operating season.**

Gross Receipt Amount

Less than \$250,000
\$250,000 - \$500,000
Over \$500,000

Percent Market Price Fee Payment

3% of gross receipts minus the application fee
4% of gross receipts minus the application fee
5% of total gross receipts minus the application fee

How do I pay the Application and Market Price Fees?

All payments are done electronically through the online CUA portal (<https://cua.nps.gov>) for each guided activity.

What are Monthly Reports and when are they due?

CUA holders are required to submit Monthly Reports by the 15th following each month (even if there was no operation). This information includes the number visitors served, number of trips, and the average hours (or nights) per trip. These reports are required for each category of CUA held by an operator. Holders submit Monthly Reports using the CUA Portal.

What is the term of a CUA?

A CUA is issued for a one-year term, calendar year. The authority begins January 1st or date of application and ends December 31st. CUA permit date begins on the date that it is approved.

What do Guides provide at the entrance stations? Does ROMO issue Guide Cards?

All guides and group leaders must have a guide card to identify them as a guide for an authorized business. Each guide must show the guide card and their driver's license at the entrance station. Guides that are on duty are exempt from the entrance fee into the park. The clients are required to have an entrance fee pass in advance or purchase one at the entrance to enter the park. Both guides and clients are not required to have a timed entry reservation (TEPS). Commercial Services office will provide a TEPS waive letter to authorized businesses to use for clients during TEPS. These items must be presented at park entrance stations upon each entry, as they will identify the guide as an on-duty employee of an authorized business.

Guide Cards are issued once the "Guide – Employee List Form" has been filled out and submitted to the Commercial Services office. Go to [Commercial Use Authorizations - Rocky Mountain National Park](#) to download the form. This is where you will indicate each guides qualifications such as CPR certified and First Aid and other specific trainings.

What are the applicable park entrance fees for guides and for clients?

Guides and group leaders are not charged entrance fees while on duty. Clients 16 years and older must pay the per person entrance fee up to vehicle rate for that size vehicle. Passes such as the annual pass, senior pass, or access pass also apply. Guides are strictly prohibited from using their personal park pass to gain entry for clients. For more details on entrance fees, see the CUA Fee Schedule on page 12 of this document.

What are the insurance requirements CUA Holders?

Commercial General Liability (CGL) Insurance

Liability insurance is required for all CUA holders under the terms of the authorization. Such insurance should be of sufficient scope to cover all potential risks and in an amount to cover claims that can reasonably be expected in the event of serious injury or death. The minimum commercial general liability insurance is \$500,000 per occurrence for all activities except for Guided Mountaineering and Avalanche Courses is \$1,000,000 per occurrence. Liability insurance policies must name the United States of America as additional insured. The business or person that is providing the service must be the named insured (policy holder). Companies that provide transportation only are not required to have Commercial General Liability as long as the passengers do not disembark.

Other Required Insurance

Commercial Auto Liability Insurance is required if a CUA holder transports passengers or uses owned/leased/rented vehicles in the performance of the service in the park. If a CUA holder charters the vehicle and those chartered vehicles are owned and operated by another company, the CUA holder is not required to have Commercial Automobile Liability insurance. The minimum Commercial Auto Liability Insurance for interstate passenger transport is:

Commercial Vehicle Insurance – Passenger Transport (bodily injury and property damage)	Minimum per Occurrence Liability Limits*
15 or fewer passengers	\$1,500,000
16 or more passengers	\$5,000,000

The NPS has not established commercial automobile liability minimums for intrastate auto use by CUA holders because each state has unique rules and regulations. Intrastate CUA holders must meet individual state requirements for Commercial Automobile Liability Insurance or the interstate requirements above, whichever are greatest.

If the CUA applicant or holder will use rented or leased vehicles in performance of the authorized service, the applicant or holder must secure appropriate insurance for that rented or leased vehicle in the amount required by the CUA application. Proof of insurance secured directly from the rental or lease company may not be available upon application submission, but applicants are required to provide proof of insurance coverage after application submission upon NPS request.

CUA holders authorized to transport passengers aboard or use in the park an owned/rented/leased vessel may have P&I Vessel Insurance to cover claims for bodily injury, death, and property damage arising from use of the vessel as an alternative to commercial general liability insurance. **The minimum P&I Vessel Insurance is \$500,000 per occurrence.**

Insurance Company Minimum Standards

The NPS has established the following minimum insurance company requirements which all insurance companies must meet. These standards apply to foreign insurance companies as well as domestic companies.

1. All insurers for all coverages must be rated no lower than A- by the most recent edition of Best’s Key Rating Guide (Property/Casualty edition), or similar insurance rating companies (Moody’s, Standard and Poor’s, or Fitch), unless otherwise authorized by the Service.
2. All insurers for all coverages must have Best’s Financial Size Category of at least VII according to the most recent edition of Best’s Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody’s, Standard and Poor’s, or Fitch), unless otherwise authorized by the Service
3. The insurance ratings must be submitted with the CUA Application. The rating companies do not issue certificates. We require the insurance broker to note this rating in the Certificate. If the rating does not appear on the certificate, the insurance broker must provide it in another document.

Proof of Insurance Submission

Applicants must submit proof of insurance with the CUA Application. The proof of insurance must:

- Be written in English with monetary amounts reflected in USD.
- Reflect that insurance coverage is effective at time of CUA Application submission.
- Name as insured the business or person that is providing the service.
- Name the United States as additional insured.
- Reflect a General Commercial Liability Policy with the minimum coverage amount required in the CUA Application.

- Reflect required additional insurances (commercial vehicle, vessel, aircraft, etc.) with the minimum coverage amount required in the CUA Application.
- Include insurance provider rating or provide in separate document.

See Attachment A for example insurance certificate.

Checklist for New & Returning Applicants:

- Log in and set up an account in the CUA online portal: <https://cua.nps.gov>
- Submit a completed Rocky Mountain National Park CUA Application form (NPS form 10-550) through the online CUA portal.
- Pay the \$350.00 application fee per first guided activity application; additional applications are \$250 each. **The CUA Application Fee is non-refundable.**
Cash, checks, and Personal Authorized Debit (PAD) payments are not accepted.
- Upload an Insurance Certificate naming the United States Government as an additional insured. Reference application Appendix A & B for required coverage amounts.
- If applicable, upload a copy of participation forms that you have guests sign that involve legal rights and authorities (i.e. 'Acknowledgement of Risk' form or other 'waiver' form). You can use the "Sample Acknowledgement of Risk Form" found at [Rocky Mountain CUA Webpage](#).
- Upload an advertising brochure and/or website address with a schedule of planned trips to Rocky Mountain National Park. Brochures and/or website must state "**Authorized Permittee of Rocky Mountain National Park**". The NPS Arrowhead Mark is copyrighted and cannot be used by CUA holders.
- Upload all itineraries of trips and dates that you will be providing in the park. If you don't have specific trips and dates (i.e. guided fly fishing), send a list of locations that you will be using.
- Double check this list to confirm submission of a complete application packet. **A current CUA Application form (NPS form 10-550) and Application Fee MUST be submitted by the Commercial Services office prior to COB on March 31st for consideration on the online CUA portal.** Applications are processed in the order they are received. Incomplete application packages will not be processed and returned via online portal for more information.
- Upload Guide – Employee List with all certifications including First Aid/CPR with the application. Additional list will need to be emailed to ROMO_FEES_PERMITS@nps.gov by **May 1st**. **The list must be on file with the park before we can issue guide cards. You must physically have your guide card(s) before you can operate in the park.**

Continued for Returning Applicants:

- Login into the Online CUA PORTAL and upload the Annual Use Report (AUR) **by January 31st**.
- Login into the Online CUA PORTAL to make Market Price Fee payment by **January 31st**. (Starting 2025 season).

Rocky Mountain National Park Commercial Use Authorization (CUA) Fee Schedule

Clients of Rocky Mountain National Park (RMNP) CUA holders have several options to pay park entrance fees. Clients under 16 are not charged entrance fees.

General Rule- Fees are a per person rate up to the vehicle rate for that size vehicle.

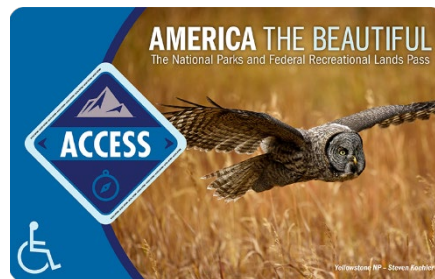
- **1-6 Passenger (Private Vehicle) = \$30** for 1-day pass or \$35 for 7-day vehicle pass
- **7-15 Passenger = \$75** (Vehicle Tours) unless they have a prepaid pass
- **16-25 Passenger = \$100**
- **26 plus Passenger = \$200**

Park Rates and Interagency Passes

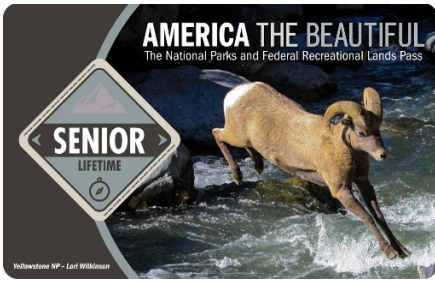
- 1) \$15 1-day Per-Person Pass:** Clients of CUA holders 16 years and older may purchase a \$15 pass, valid for 1 day entry to RMNP. If entering RMNP for multi days, will need to purchase the **\$20 7-day per person pass**, clients will need to purchase the 7-day individual pass at RMNP for \$20.
- 2) \$30 1-day private vehicle OR \$35 7-day Private Vehicle Entrance Pass:** Clients traveling in a private vehicle behind the guide vehicle may purchase a private vehicle pass.
- 3) \$70 RMNP Annual Pass:** For clients of CUA holders, this pass admits the pass holder (with ID) one (1) pass owner and up to 3 additional people (age 16 years and older) for a total of 4 people.
- 4) Interagency Pass:**
 - Valid at six federal agency sites that charge Entrance or Standard Amenity Day Use Fees.
 - Admit the pass owner(s) and accompanying passengers in a private, non-commercial vehicle at per vehicle fee areas.
 - **For clients of CUA holders, an Interagency pass admits the pass owner(s) and up to 3 adults, not to exceed 4 adults.**
 - Must be signed by the pass owner(s) to be valid. Passes are non-transferable.
 - Annual Passes are valid for one year from the month of purchase.



\$80 Interagency Annual Pass: Annual pass valid for one (1) pass owner.



Interagency Access Pass – Free: Lifetime pass for qualified U.S. citizens or permanent residents who have a permanent disability. Valid for one (1) pass owner.



\$80 Interagency Senior Lifetime Pass: Lifetime pass for qualified U.S. citizens or permanent residents who are age 62 or over. Valid for one (1) pass owner.

\$20 Interagency Senior Annual Pass: Annual pass for qualified U.S. citizens or permanent residents who are age 62 or over. Valid for one (1) pass owner.



Interagency Military Pass – Free: Annual pass for U.S. Military personnel and their dependents Valid for one (1) pass owner.

Forms of ID accepted: Unexpired CAC Card or DD Form 1173 ID card. Not accepted DD-214.

Interagency Gold Star & Veteran – Free: Lifetime pass for Gold Star Families and U.S. Military Veterans. Valid for one (1) pass owner.

Gold Star Family self-certify with submitted voucher from <https://store.usgs.gov/MilitaryPass>

Veterans may present Unexpired CAC Card or DD Form 1173 ID card, VHIC card, Veteran ID card, Veteran designation on U.S. driver's license. Not accepted DD-214.



4th Graders! Every Kid Outdoor Pass – Free: Valid September 1, 2024 – August 31, 2025. The voucher or pass grants free entry for fourth graders, all children under 16 in the group and up to three (3) accompanying adults (or an entire car for driver-in parks). Printed 4th Grade voucher must be present to issue pass.

Visit: <https://everykidoutdoors.gov> to get voucher.

For more information visit:

<https://www.nps.gov/romo/getinvolved/cua.htm>

<https://www.nps.gov/romo/planyourvisit/fees.htm>

Attachment A: Certificate of Liability Insurance

Client#: 181271

ASPITOU

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER		CONTACT NAME: [REDACTED]	
[REDACTED]		PHONE (A/C, No, Ext): [REDACTED]	FAX (A/C, No): [REDACTED]
[REDACTED]		E-MAIL ADDRESS: [REDACTED]@m	
[REDACTED]		INSURER(S) AFFORDING COVERAGE	
[REDACTED]		INSURER A: Market Insurance Company	
[REDACTED]		INSURER B:	
[REDACTED]		INSURER C:	
[REDACTED]		INSURER D:	
[REDACTED]		INSURER E:	
[REDACTED]		INSURER F:	
INSURED		NAIC #	
[REDACTED]		38970	

Name of the company that is applying for the permit.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BI/PD Ded: 1,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	X		Policy Number	11/01/2023	11/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Drive Oth Car <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY	X		Policy Number	11/01/2023	11/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE	X		Policy Number	12/28/2023	11/01/2024	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder and the United States of America are included as an Additional Insured with respects to operations of the named insured.

Insurance companies must describe what activities are being insured in this box. You also may add who is being additionally insured here too or check the boxes under "ADDL INSR". Under Auto Liability- you must specify what vehicles are being insured and only those can be used in the park.

CERTIFICATE HOLDER Rocky Mountain National Park 1000 US Hwy 36 Estes Park, CO 80517	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE CBIZ Insurance Services, Inc.
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Attachment B: Revocation & Suspension Policy



United States Department of the Interior

NATIONAL PARK SERVICE
Rocky Mountain National Park
Estes Park, Colorado 80517



IN REPLY REFER TO:
C38

SUBJECT: Rocky Mountain National Park COMMERCIAL USE AUTHORIZATION SUSPENSION, RESTRICTION, REVOCATION AND APPLICATION DENIAL POLICY

AUTHORITY: Public Law 105-391, Section 418; 16 United States Code (USC) 1 and 3
36 CFR Section 1.6 (g) and Section 5.3

EFFECTIVE DATE: May 2, 2024

Purpose: This policy memorandum is intended to provide guidance regarding the actions taken in the event of a permittee violation (as defined in this policy). The Superintendent, at his or her discretion, may take actions other than those identified and retains the authority to immediately suspend, restrict or revoke a CUA or deny a future CUA application for reasons not covered in this policy memorandum.

Definitions:

- Holder/Owner - a sole proprietorship, partnership, limited partnership, joint venture, or corporation including corporate officers and those shareholders who have a controlling interest in a corporation which has applied for or received a CUA.
- Employee - a person in the service of the Holder/Owner under any contract of hire, express or implied, oral or written, where the Holder/Owner has the power or right to control and direct the Employee in the work performed.
- Violations - Payment of collateral, an accepted plea of nolo contendere, or a conviction in Federal or State court where a nexus exists between the offense and the business activity authorized, regardless of whether the violation occurred in a unit of the National Park System; failure to comply with the provisions and conditions of the CUA; or failure to adequately address material and documented operational concerns expressed by the National Park Service.

Permit Conditions Related to Termination or Revocation:

Authority to terminate or revoke a permit is provided for via CUA application and authorization provision #11¹ and the signed statement on both. Failure on the part of the permittee to abide by the provisions of the permit is citable under 36 CFR Section 1.6 (g) and Section 5.3. and may result in CUA suspension, restriction, revocation or denial.

Suspension, Restriction and Revocation:

A CUA may be suspended, restricted, or revoked when the Holder/Owner or Employee commits a violation as defined above. The Superintendent will determine the appropriate administrative action regarding the violation based on the totality of the circumstances, including consideration of prior relevant violations. The following table provides a general guideline.

¹ Conditions of this Authorization Item #11: This authorization may be terminated upon breach of any of the conditions herein or at the discretion of the park area Superintendent.

VIOLATION	ACTION BY SUPERINTENDENT
First Violation	A written warning at a minimum. May include a period of CUA suspension or restriction depending upon the violation.
Second Violation	CUA restriction or suspension for a minimum of 30 operating days and up to a maximum of 120 operating days. The restriction may continue into the next operating season and CUA applications for the next season may be denied until the term of the suspension is met.
Third Violation	CUA revocation for the remaining operating season and subsequent application denial for the next three operating seasons.

A CUA may also be suspended or restricted when the Holder/Owner or Employee is under investigation or is charged for a felony criminal offense by state or federal authorities if a nexus exists between the offense and the authorized business activity, the safety of Park visitors, or the preservation and protection of Park resources and values, regardless of whether the offense occurred in a unit of the National Park System. A CUA may be reinstated or restriction lifted as a result of the final adjudication.

CUA Application Denial:

An application for a CUA may be denied if the Holder/Owner or any of the Holder/Owner’s current or proposed Employees committed a violation, as defined above, within three years of the date of application. Applicants denied a CUA due to previous violations may reapply at any time, but are subject to an additional nonrefundable application fee.


Notification Process:

If a Holder/Owner or any of the Holder/Owner’s current Employees has committed a violation, the Superintendent or his/her designee shall:

1. Notify the Holder/Owner of the violation in writing as soon as appropriate. This notification may include immediate suspension or restriction of the CUA. It is in the best interest of the National Park Service and the Holder/Owner that the Holder/Owner be made aware of the violation and be given an opportunity to take corrective action to avoid future violations and provide an explanation of the circumstances leading to the violation.
2. Notify the Holder/Owner in writing of the final administrative action including, but not limited to, suspension, restriction, revocation or denial of a future CUA or other National Park Service-issued permits. The Holder/Owner will also be notified of their right to appeal.
3. Notify the Intermountain Region and Washington Office CUA Coordinators as appropriate.

Appeal Process:

An appeal of the action may be made to the Superintendent in writing within 30 days of the action. Appeals must set forth the facts and circumstances the Holder/Owner believes support the appeal. The Holder/Owner may request a meeting to discuss the appeal with the Superintendent or his/her representative. The Superintendent may affirm, reverse, or modify the decision appealed and will set forth in writing the basis of the decision after considering the materials submitted by the Holder/Owner and the National Park Service record of the matter, and after the meeting with the Holder/Owner if the Holder/Owner requested a meeting. A copy of the final decision will be forwarded to the Holder/Owner.

APPROVED: 
 Gary Ingram, Superintendent

DATE: 8 May 2024